



## STATEWIDE PROMOTIONAL EXAMINATION MATERIAL STORAGE SUPERVISOR 2

ANNUAL \$48,860  
SALARY: \$63,001

SALARY  
GROUP: TC 18

APPLICATION CLOSING  
DATE: MAY 1, 2015

EXAM  
NO: 150490SPRB

**PURPOSE OF CLASS:** This class is accountable for supervising the operation of a moderate-sized warehouse (considering numbers supervised, inventory and complexity); at the University of Connecticut, acts as the chief assistant to the manager of the central warehouse.

### MINIMUM QUALIFICATIONS REQUIRED

THIS **PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY **MAY 1, 2015** HAS PERMANENT STATE STATUS\*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Four years of experience in stock or warehouse work or closely related work that could reasonably be expected to provide the knowledge, skills and abilities listed above.

**SPECIAL EXPERIENCE:** Two years of the General Experience must have involved the full range of stores duties, including receiving, storing, issuing, inventorying, inspecting, etc. NOTE: For State Employees this is interpreted at or above the level of Storekeeper.

**SUBSTITUTIONS ALLOWED:** College training in business administration or a related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of two years for an Associate's degree.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class may be required to travel. (2) Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications. (3) Incumbents in this class must be willing to accept assignment to emergency duties, including snow and ice removal, whenever their services are required.

**PHYSICAL REQUIREMENTS:** (1) Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. (2) A physical examination may be required.

**WORKING CONDITIONS:** Incumbents may be required to lift moderate to heavy weights; may be exposed to weather conditions and may be required to handle hazardous materials/chemicals.

**KNOWLEDGE, SKILLS AND ABILITIES (KSA's):** Considerable knowledge of modern principles and practices of efficient warehousing including purchasing; considerable knowledge of modern techniques of stock record and inventory control; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; interpersonal skills; oral and written communication skills; ability to analyze and forecast requirements and plan maximum turnover rates; ability to utilize computer software; supervisory ability.

**THE EXAMINATION WILL BE COMPOSED OF:**  
(Exam questions will cover KSA's listed above.)

**PART  
WRITTEN**

**WEIGHT  
100%**

**THE EXAMINATION WILL BE HELD ON: THURSDAY, JUNE 18, 2015**  
(Reserve the day as the exam may be scheduled in the morning or afternoon.)

(Applicants admitted to take the Material Storage Supervisor 1 and/or Material Storage Supervisor 2 examinations will only need to attend one examination session. You must apply for each examination separately if you wish to be considered for jobs in both titles. Reserve the day as the exam may be scheduled in the morning or afternoon.)

**APPLICATION PROCEDURE:** In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by May 1, 2015. **A separate application form must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.state.ct.gov/employment>) or at any state agency.

*\*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.